

**American Road Water and Sewer District
Regular Meeting Minutes
Monday, March 17, 2025, 6:00 p.m.
Freedom Hills Fire Station, 1 Canary Road, Gillette**

Board Members Present: Valerie DuBeau, Gordon DuBeau, Dick Hanes, Shelby Hanes, Sandra Wofford
Others Present: Helenanne Cathey, Sylvia Flores

Valerie DuBeau called the meeting to order at 6:00 p.m.

I. Customer Issues / Concerns – Valerie DuBeau reported that she received a phone call from a property owner who had a water leak. The leak has been repaired, but the homeowner had a high water bill one month, got the leak fixed in the next month, and will have a high water bill the next month as well. The consensus of the Board is to look at the two months as one billing cycle and give the credit as it has been calculated in the past. In addition, there should be no late fees on the account. The account (1965.01) was billed \$65 a month since January of 2024 (no overages). The bill for February was \$535.60, and the bill for March hasn't been received yet. $\$535.60 - \65 (normal bill) = $\$470.60$ divided by 2 is $\$235.30$. The late fee for last month will also be waived (\$15). $\$250.30$ will be the total credit for February's billing. The March billing for the account will be reviewed next month.

Another homeowner (account 1999.01) asked that he be given a few months to pay several months of high bills. The consensus of the Board is to allow the homeowner to pay the bill over time without any late fees for the next three months. .

II. Water System / Water Tank Project –

- Water System information, including water meter readings, billing and accounts receivable balances were reviewed.
- Regional Water Connection – No update.
- Lead and Copper Rules (Service Lines Inventory) / Water Guy – No update.
- Plug and Abandon 2 Wells – No update.

III. Valerie DuBeau moved to approve the minutes for the last regular meeting on February 17, 2025. Dick Hanes seconded. Motion carried unanimously.

IV. The bank statements for the savings, checking, and reserve accounts for last month were reviewed. Valerie DuBeau moved to accept the treasurer's report and bank statements and reconciliations for the last month. Dick Hanes seconded. Motion carried unanimously.

V. The bills were reviewed. Valerie DuBeau moved to pay the bills as presented and as listed below and transfer \$3,500 from savings to checking and transfer \$19,005 from the savings account to the reserves account as per the budget. Sandra Wofford seconded. Motion carried unanimously. The following bills and check numbers (where applicable) were approved and paid:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 2/1–3/1/25	\$548.61
2332	Cathey Consulting	Inv. 7982 – Feb. bks/adm./postage	\$551.25
2333	Hawkins	Inv. 6985754 – Chlorine	\$30.00
2334	Postmaster	Annual box fee	\$188.00
2335	Water Guy	Inv. 2025-134 Called out/meter frozen \$127.50	\$2,154.70
		Inv. 2025-235 No water / meter froze in pit from main to pit \$561.90	
		Inv. 2025-133 – Feb. water operator, meters, billing \$1,465.30	
TOTAL BILLS PAID AT THIS MEETING:			\$3,472.56
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,598.40
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$144,514.77
RESERVES ACCOUNT:			\$81,883.71

VI. Unfinished Business
a. None

VII. New Business

- a. Budget for 7/1/25 – 6/30/25 – The budget will be reviewed at the next meetings and finalized and adopted at the July budget hearing and meeting.
 - a. The annual transfer to reserves was done at this meeting. The same amount will be transferred to reserves in the next fiscal year.
 - b. The rules/guidelines were reviewed.

NOTES:

1. If a landowner is selling, then it is the seller's responsibility to assure ALL water connections meet District Policy, and are inspected by Water Guy, LLC. Water to the whole lot can be disconnected to ensure compliance. Additional charges for shut off and turn on will apply.
2. When selling your property, please contact Water Guy (307-299-3544) or a board member with the new owner's name, address, and phone number. This will eliminate you from continuing to receive and being responsible for paying a water bill.
3. Keep area mowed and/or free of debris around meter pits. If necessary, we will hire someone to mow and/or clean it up and YOU will be billed.
4. If a lock is missing and/or there is any damage to any meters or meter pits, the landowner will be billed a \$200 fee PLUS any and all costs to make any needed repairs to the meter, meter pit, and/or any associated District property. The meters, meter pits, locks, etc. are all District property. In addition to the \$200 fee and all costs, anyone accessing a meter pit without District authorization may face criminal charges if the District deems it appropriate under *US CODE Title 42, Section 300i-1*. Pits will be inspected periodically to ensure nothing has been compromised. The electronic meter reading unit is now on top of the lid, so be careful when weed eating or shoveling snow or doing any work around the meter pit. Do not stand on top of it.
5. Should it be necessary for the Water Operator to access the meter pit, all pets must be contained. Landowner will be contacted if needed unless there is an emergency.
6. When calling a board member's home, please use appropriate and acceptable language. Profanity IS NOT acceptable. It is not always a board member; it could be a child, on the phone. Please keep this in mind when contacting a board member. All calls regarding billing issues should be addressed to Water Guy at 307-299-3544.
7. Water can be supplied to two living units only on a lot that qualified for two living units per lot in 1994. Lots that became independent of each other do not qualify and are therefore only eligible for one. All water connections must meet District policies and may be inspected by Water Guy. Water to the whole lot can be disconnected to ensure compliance. Water will remain disconnected until compliance is met. Additional charges for shut off and turn on will apply.
8. Unsigned checks are not a valid form of payment.
9. Easements are not public thoroughfares. People should not be running four-wheelers, motorcycles, snow mobiles, etc. up and down the easements.
10. DUE TO THE SORTING OF THE MAIL IN CASPER NOW, IT SOMETIMES TAKES LONGER FOR MAIL TO BE DELIVERED. PAYMENTS ARE DUE RECEIVED BY THE 20TH OF THE MONTH!
11. Minutes are posted online at www.catheyconsulting.net.

Upcoming Meetings: Monday, April 14, 2025, 6:00 p.m. / Monday, May 12, 2025, 6:00 p.m. / Monday, June 9, 2025, 6:00 p.m. / Monday, July 14, 2025, 6:00 p.m. (Budget Hearing and Regular Meeting) at the Freedom Hills Fire Station

Gordon DuBeau moved to adjourn. Sandra Wofford seconded. The meeting was adjourned at 6:49 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature

Valerie DuBeau

Printed Name

4-14-25

Date



Signature

Dick Hanes

Printed Name

4-14-25

Date

Valerie DuBeau, President / 682-5959 / Dick Hanes, Vice President / Sandra Wofford, Secretary/Treasurer / Gordon DuBeau, Director / Shelby Hanes, Director